

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB01-113

Date: May 3, 2002

Expiration Date: 06/30/02

69:140:vf:5585

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: MIS USER GROUP MEETING ON MAY 29-30, 2002

This information bulletin transmits the dates for the Management Information System (MIS) User Group meeting to be held on Wednesday, May 29, and Thursday, May 30, at the following location:

Embassy Suites
100 Capitol Mall
Sacramento, California 95814

A draft agenda and registration form are attached (*Attachments 1 and 2*). Topics cover MIS administrative information and participant and financial reporting for both the Workforce Investment Act (WIA) and Welfare-to-Work (WtW) programs. Subgrantees are encouraged to send representatives responsible for both participant and financial reporting. Please review the agenda carefully to ensure that the appropriate staff is available to attend this meeting.

Reservations must be made directly with the Embassy Suites at (916) 326-5000. The room rate is \$84 plus 12 percent room tax. A block of rooms is being held under "*Employment Development Department-MIS Meeting*." On-site self-parking is \$10 per night. Check-in time is 3 p.m. and checkout time is noon. Reservations must be made by Tuesday, May 14, 2002, to guarantee the room rate. You must be prepared to give your credit card number to guarantee the special rate.

Commercial shuttles are available through SuperShuttle at (800) 258-3826. They serve the airport on a regular basis during airplane arrival hours. The cost is \$12.50 each way.

Taxis are an easy and relatively inexpensive way to get into the City. Taxi stands are located in front of the terminals. Give your destination to the taxi supervisor who will assign a cab to you for your trip.

For further directions, please visit the hotel Web site at www.embassysuites.com. Driving directions from your location can be obtained from www.mapquest.com.

If you plan to attend this meeting, please complete the attached registration form (*Attachment 2*), and fax it to the Job Training Automation (JTA) Help Desk at (916) 654-9586, no later than 4 p.m. Friday, May 24, 2002. Due to space limitations,

only two representatives from each area will be guaranteed a reservation for the meeting. Additional representatives from each area will be placed on a waiting list and will be accommodated, as space is available.

The JTA Help Desk will run an information kiosk at the registration desk. If you have specific WIA/WtW questions or problems and need assistance, there will be someone available to help. You can also drop-off a hard copy of questions, and the JTA staff will research it and get back to you at your convenience.

We look forward to seeing you in Sacramento. If you have any questions regarding the meeting, please contact Jerry Bell, JTA Help Desk, at (916) 653-0202.

/S/ BILL BURKE
Chief
Workforce Investment Division

Attachments

MANAGEMENT INFORMATION SYSTEMS (MIS) USER GROUP MEETING

Embassy Suites
100 Capitol Mall
Sacramento, California
May 29-30, 2002

Draft Agenda

Tuesday, May 28, 2002

4:00 p.m.—5:00 p.m.	Pre-Registration (Pick up those packets early!)	Pat Cahill, Workforce Investment Division (WID) Ivonne Cedillo, WID
---------------------	----------------------------------------------------	---------------------------------------------------------------------------

Wednesday, May 29, 2002

8:00 a.m.—9:00 a.m.	Registration	Beth Hobart, WID Jerry Bell, WID
9:00 a.m.—9:10 a.m.	Opening	Annette Wolfgang, WID
9:10 a.m.—9:30 a.m.	JTA Update	Karen Willstatter, Information Systems Division
9:30 a.m.—9:45 a.m.	New Program Year - System Set-up	Tony Avitua, WID
9:45 a.m.—10:00 a.m.	Year End Reporting – WtW and WIA	Dave Rexius, Financial Management Unit (FMU) Cindy Hobart, Performance Management Unit (PMU)
10:00 a.m.—10:30 a.m.	Veterans Participant Report – <ul style="list-style-type: none"> • How to run the report • How to add the manual reported data elements • What the report means 	Patrick Cahill, WID Jim Fitzgerald, PMU
10:30 a.m.—10:45 a.m.	Morning Break	
10:45 a.m.—11:15 a.m.	WIA Performance Rosters <ul style="list-style-type: none"> • How to produce the roster • How to read the roster 	Andy Flennoy, WID Debor Untal, PMU

MIS User Group Meeting (continued)

11:15 a.m.—11:45 a.m.	WIA Frequently Asked Questions	Michael Ogden, WID
11:45 a.m.—1:00 p.m.	Lunch on your own	
1:00 p.m.—2:00 p.m.	Timeshare Breakout Standalone Breakout	Michael Ogden, WID Karen Willstatter, Information Systems Division
2:00 p.m.—5:00 p.m.	WIA Performance	Damien Ladd, PMU Debor Untal, PMU Cindy Hobart, PMU
	WIA/WtW Financial Closeouts and Financial Reporting	Martha Overman, FMU Erma Mason, FMU
3:00 p.m.—3:15 p.m.	Afternoon Break	

Thursday, May 30, 2002

8:30 a.m.—9:00 a.m.	Registration (for first time registrations)	Beth Hobart, WID
10:00 a.m.—10:15 a.m.	Morning Break	
9:00 a.m.—11:30 a.m.	SQL Workshop	Michael Ogden, WID Ivonne Cedillo, WID
	WIA/WtW Financial Closeouts and Financial Reporting	Martha Overman, FMU Erma Mason, FMU
	WIA Client Forms Refresher	Desi Hayhurst, Capacity Building Unit, WID
11:30 a.m.—12:45 p.m.	Lunch on your own	
12:45 p.m.—3:45 p.m.	WIA Performance	Damien Ladd, PMU Debor Untal, PMU Cindy Hobart, PMU
	Job Services Breakout	Andy Flennoy, WID Jerry Bell, WID
2:00 p.m.—2:15 p.m.	Afternoon Break	

REGISTRATION FORM
Management Information System (MIS) User Group Meeting
May 29-30, 2002

Please fax this form to the Workforce Investment Division at (916) 654-9586.
Attention: Automation Customer Support.

Deadline for registration is Friday, May 24, 2002.

Hotel reservations must be made directly with the hotel.

NOTE: Due to space limitations we can only guarantee that *two representatives* from each subgrantee will be able to attend the MIS Meeting. Please indicate the priority of attendance for each representative from your area. Room for extra representatives will be accommodated, as space is available. A **separate** registration form must be submitted for each attendee. Registration forms **must** include MIS Administrator contact information.

Attendee Information

Attendee Name: _____

Attendee Title: _____

LWIA/Subgrantee: _____

Phone: _____ FAX: _____

I am representing (check one) ☐ MIS Administrator ☐ Fiscal ☐ Other

Check one of the choices listed below if you plan on attending the first day sessions:

☐ I will be attending as one of the two guaranteed spaces.

☐ Please add me onto the space available listing.

MIS Administrator Contact Information

MIS Administrator Name: _____

Phone: _____ E-mail: _____

[Registration Form](#) (MS Word)